

CARLSBAD CITY LIBRARY
CARLSBAD CITY LIBRARY - DOVE LANE
1775 Dove Lane, Carlsbad, Ca 92011
Circulation Division
40C-2012-01

POSITION: Library Page

LOCATION/DIVISION: Dove Circulation and Cole Circulation

HOURS: Varied Schedule up to 19 hours per week; may include evenings and weekends

SALARY: \$9.00

DUTIES & RESPONSIBILITIES:

Duties include but are not limited to: shelving; sorting; shifting books; shelf searches; emptying book drops; transporting books and other materials through the building; and occasional meeting room setup and breakdown.

Physical requirements include safely handling up to 40 pounds when: pushing book carts; lifting books and other materials; and along with other personnel, setup and breakdown of tables and chairs.

IDEAL CANDIDATE:

Has excellent customer service skills and is detail oriented. Willingness to adjust work schedule. Knowledge of the Dewey Decimal System is desirable.

SELECTION PROCEDURE – Applicants must complete a City of Carlsbad Application for Employment and a Carlsbad City Library Supplemental Application for Part-time Employment. **Applicants will be notified only if selected for an interview.**

CLOSING DATE: February 1, 2012

SEND COMPLETED APPLICATION TO: Joan Ballard-Bruce, Circulation
Carlsbad City Library
1775 Dove Lane
Carlsbad CA 92011

CARLSBAD CITY LIBRARY

SUPPLEMENTAL APPLICATION FOR PART-TIME EMPLOYMENT

Name: _____ Date: _____

I am available to work the following days of the week/times of day-evening:

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
Sunday _____

I am available to work beginning: _____

I am interested in working at the following locations: (check all that apply)

Please note: work shifts often begin or end before/after hours of operation indicated below.

_____ CARLSBAD CITY LIBRARY
1775 Dove Lane

Hours of operation:

Monday – Thursday 9AM to 9PM

Friday – Saturday 9AM to 5PM

Sunday 1PM to 5PM

_____ GEORGINA COLE LIBRARY
1250 Carlsbad Village Drive

Hours of operation:

Monday – Thursday 9AM to 9PM

Friday – Saturday 9AM to 5PM

Sunday 1PM to 5PM

_____ LIBRARY LEARNING CENTER
3368 Eureka Place

Hours of operation:

Monday – Thursday 11AM to 6PM

Friday 11AM to 5PM

LITERACY SERVICES:

ADDITIONAL MORNING AND EVENING HOURS

Saturday & Sunday closed

I am interested in working in the following service areas of the Library: (check all that apply).

_____ Library Administration

_____ Children's Services

_____ Circulation Services

_____ Collection Development

_____ Community Relations

_____ Genealogy

_____ Local History Room

_____ Reference/Information Services

_____ Technical Services